



VACANCY ANNOUNCEMENT

U.S. EMBASSY, TBILISI, GEORGIA

No. 20/16

OPEN TO: All Interested Candidates / All Sources

POSITION: Human Resources Assistant, Full performance level: FSN-8; FP-6*
(Up to two positions will be hired)

OPENING DATE: April 14, 2016

CLOSING DATE: April 28, 2016

WORK HOURS: Full-time 40 hours

SALARY: Ordinarily Resident (OR): FSN-8; GEL 55,558 (Gross)

Not-Ordinarily Resident (NOR): FP-6*; USD 39,558

*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. All applicants MUST submit a Universal Application for Employment (form DS-174) for consideration. CV's, resumes or any other form will not be accepted. All documents must be submitted in PDF format.

NOTE: Please read the announcement carefully. Only candidates selected for a language test or interview will be contacted. All applicants must indicate the names of any family members related by blood or marriage who are working for the U.S. Embassy in Tbilisi, or for any other U.S. Government entity in section 17 of the DS-174 application form. This includes brothers, sisters, parents, children, cousins, aunts, uncles, in-laws by marriage – any family connection at all. If there are no family members or relatives, they must clearly state this in their application. Without this information the application will not be considered.

The U.S. Mission in Tbilisi, Georgia is seeking eligible and qualified applicants for the position of HR Assistant, FSN-8 (2 positions). Candidates selected for full-time, permanent employment will receive a benefit package which includes medical insurance, vacation leave, sick leave and other benefits.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

BASIC FUNCTION OF POSITION

This person in this position assists with Locally Employed (LE) Staff Human Resources (HR) issues, which may include a range of functions including the following. The incumbent manages recruitment, employee benefits, timekeeping, conduct and discipline and performance evaluation. S/he drafts vacancy announcements, screens applications, coordinates language testing and job-interviews. S/he coordinates the review and updating of employee position descriptions, working with the hiring office and regional support staff. S/he gathers data and performs complex calculations to determine compensation rewards and serves as the Embassy timekeeper and payroll liaison and performs other duties as assigned.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** Bachelor degree in Humanities, Social Science, Business Administration or Liberal Arts is required;
2. **EXPERIENCE:** Four years of prior experience in HR or a related administrative field is required.
3. **LANGUAGE:** Level 3 (Good Working Knowledge) Speaking/Reading/Writing of Georgian is required. (This may be tested). Level 3 (Good Working Knowledge) Speaking/Reading/Writing of English is required. (This will be tested.)
4. **SKILLS AND ABILITIES:** Excellent knowledge of Microsoft Excel and an aptitude to learn complicated, proprietary software applications is required. (This may be tested).
5. **JOB KNOWLEDGE:** Good knowledge of standardized Embassy and State Department policies and regulations, and HR guidance handbooks.

SELECTION PROCESS:

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process.

Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the following: local security and medical certifications.

HOW TO APPLY:

Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), 2015 version, which is available on our website: <http://georgia.usembassy.gov/about-us/employment-opportunities-tenders2.html>
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, driver's license, etc.). Certifications of required educational degrees are mandatory.
3. All applicants must indicate the names of any family members related by blood or marriage who are working for the U.S. Embassy in Tbilisi, or for any other U.S. Government entity in section 17 of the DS-174 application form. This includes brothers, sisters, parents, children, cousins, aunts, uncles, in-laws by marriage – any family connection at all. If there are no family members or relatives, they must clearly state this in their application.

WHERE TO APPLY:

All documents MUST be e-mailed in PDF format to HROTbilisi@State.gov. No other formats will be accepted.

Applicants without Internet access may mail hard copy applications to:

U.S. Embassy, Tbilisi
11 George Balanchine St.
Tbilisi, Georgia 0131
ATTN: HR Office

Note:

1. All applications must have the Position Title and Vacancy Announcement Number identified under the paragraph 1 and 3.

2. Please apply on-line using the HROTBilisi@state.gov email address. This is the preferred means of applying for a position with the American Embassy. Please go to our website for additional information, including current openings and Application Requirements for applying to the American Embassy in Tbilisi:

<http://georgia.usembassy.gov/about-us/employment-opportunities-tenders2.html>

3. All applications must be for a specific advertised position. Applications previously submitted for a different position will not be considered for future vacancies.

EQUAL EMPLOYMENT OPPORTUNITY:

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or

stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**

- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.